


## City of Alexandria, Virginia

## MEMORANDUM

DATE: JUNE 2, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: FEDERAL TRANSIT ADMINISTRATION FUNDING TO SUPPORT THE ESTABLISHMENT OF AN AFTER SCHOOL TRANSPORTATION PROGRAM IN THE WEST END OF THE CITY

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**ISSUE:** City Council approval of a Memorandum of Understanding in order to receive funding in the amount of \$72,815 from the Federal Transit Administration (FTA) to support the establishment of an after school transportation program.

**RECOMMENDATION:** That City Council authorize City participation in the Memorandum of Understanding (attached) and authorize the City Manager to execute the document.

**BACKGROUND:** During the City Council's 2003 work session with Congressman Moran, the Department of Recreation, Parks and Cultural Activities requested funds to help establish an after school transportation program for children and other residents from the City's West End. As a result, Congressman Moran facilitated a \$72,815 federal funding earmark for an *Alexandria After School Transportation Program* in the FTA's Bus and Bus Related section of the 2004 Consolidated Appropriations Act.

Because of federal regulations, the City of Alexandria has not become a qualified FTA grant recipient, and has therefore requested the Potomac Rappahannock Transportation Commission (PRTC), which is a qualified FTA grant recipient, to serve as the applicant for the grant request (PRTC served in this capacity for the City of Alexandria in 2000, and submitted the grant application for FTA funds earmarked for the design and construction of the north mezzanine into the Alexandria station from King Street).

The FTA earmark will enable the Department of Recreation, Parks and Cultural Activities to establish an after school transportation program for children in the far West End neighborhoods. Unlike other areas of the City, far West End neighborhoods are often located a significant distance away from City recreation programs. This "recreation rider program" will provide better opportunities for children from these neighborhoods to participate in after school programs and activities sponsored by the Department. Using the supplemental funds approved in the City's FY 2006 Budget and the FTA earmark, the Department of Recreation, Parks and Cultural Activities will purchase two vans and hire two part-time drivers.

Creation of a “recreation rider program” is one of the objectives included in the Department of Recreation, Parks and Cultural Activities’ City Council approved 10-Year Strategic Master Plan. This type of transportation program is consistent with Objective 3 of Goal 3 of City Council’s 2004-2009 Strategic Plan, “Improve and Increase Connectivity within and throughout the City by Transit, Car, Bicycle or Walking.”

**FISCAL IMPACT:** The 2004 Bus and Bus Related \$72,815 earmark can only be used to purchase the vehicles (two vans) for this after school transportation program. The City must also provide a 20% match in order to draw the grant funds. The \$80,063 of City funds in the FY 2006 budget approved by City Council will be used to meet the match requirement, hire staff and offset related operational expenses for this new after school transportation program.

**ATTACHMENT:** Memorandum of Understanding

**STAFF:**

Kirk Kincannon, Director, Recreation, Parks and Cultural Activities

Deborah Brown Anderson, Division Chief, Recreation, Parks and Cultural Activities

William Chesley, Division Chief, Recreation, Parks and Cultural Activities

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
POTOMAC RAPPAHANNOCK TRANSPORTATION COMMISSION  
AND THE  
CITY OF ALEXANDRIA, VIRGINIA**

THIS MEMORANDUM OF UNDERSTANDING entered into the day of \_\_\_\_\_ of July 2005, by and between the POTOMAC RAPPAHANNOCK TRANSPORTATION COMMISSION ("PRTC") and the CITY OF ALEXANDRIA, VIRGINIA ("the City").

**WITNESSETH:**

WHEREAS, PRTC is an eligible recipient of federal transportation grant monies distributed by the Federal Transit Administration (FTA) and, in particular, is anticipating the receipt of \$72, 815 grant earmarked (the "Federal Grant") by Congress under the FTA Section 5309 Capital Bus program, related to purchase of vehicles to support the establishment of a West-End After School Program, all estimated to cost \$80,000 (the "Program"); and

WHEREAS, PRTC and the City wish to work cooperatively in an effort to establish the Program; and

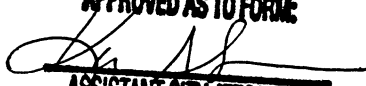
WHEREAS, PRTC and the City desire to set forth their mutual understandings with regard to the Program, and their respective undertaking pertaining hereto.

NOW, THEREFORE, in consideration of their mutual commitments, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, PRTC and the City agree as follows:

1. PRTC, as grant recipient, shall make the proceeds of the Federal Grant available to fund the Program in accordance with all federal grant requirements.
2. The City shall be responsible for providing all required match for the Federal Grant, which totals \$72,815, as well as 100% of the additional funds required to fully fund the program.
3. The City will work cooperatively with PRTC to prepare the grant request to FTA and await approval of the grant request forwarded by PRTC on it's behalf before proceeding with the purchase of the vehicles.
4. The City shall implement the Program in accordance with all FTA requirements.
5. The City shall invoice PRTC for all compliant Program expenses, less the City's matching-fund share, and such invoice shall be in an agreed upon form. PRTC shall reimburse the City with the appropriate amount of Federal funds up to a total Federal amount not to exceed \$72, 815 within thirty days of the receipt of said invoice.

6. All Program work funded with proceeds of the FTA grant must comply with all grant conditions, including, in particular, all requirements of the FTA Master Agreement dated October 1, 2004, and any further amendment thereto. As grant recipient, PRTC shall remain responsible for ensuring compliance with all grant conditions. However, to the extent Program work is completed with or by the City, shall ensure that all such grant conditions are satisfied.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the date and year aforementioned.

**APPROVED AS TO FORM:**  
  
**ASSISTANT CITY ATTORNEY**

CITY OF ALEXANDRIA

\_\_\_\_\_  
CITY MANAGER

Attest:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
DATE

POTOMAC RAPPAHANNOCK  
TRANSPORTATION COMMISSION

\_\_\_\_\_  
CHAIRMAN

Attest:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
DATE